

Frequently Asked Questions about Employment Referrals for Foster Youth

Question: **When do I make an employment referral?**

Answer: A referral must be made for any foster care youth who is 14 or older without the goal of reunification. This referral must be made to the local Michigan Works! Agency (MW!A)/Workforce Investment Act (WIA) Program or Summer Youth Employment Program (SYEP).

Question: **How do I refer?**

Answer: Use the DHS-348, Michigan Works!/Workforce Investment Act Agency Referral.

Question: **Are there any exceptions to youth being referred?**

Answer: Yes. A youth does not need to be referred if any of the following are true:

- Youth is placed out of state.
- Youth is in jail/detention.
- Youth is already employed.
- Youth is in college.
- Youth is enlisted in the military.
- Youth is Absent Without Legal Permission (AWOLP).

If the situation changes, and the youth is no longer exempt, the case worker must make the MW!A referral immediately.

Question: **How do I document that I made a referral?**

Answer: The caseworker must document the referral in the SWSS-FAJ Parent-Agency Treatment Plan (PATP) module by selecting the more applicable of two service types:

- “ILET – IL-Employment/Training” or
- “JT – Job Training/Employ. Assist.”

The caseworker must then select the more applicable of two service providers:

- “MW!A” or
- “Summer Youth Employment Program (SYEP)”. *Please note: Not all counties have a SYEP and therefore not all counties will need to add this as a service provider.*

If the local office does not already have these service providers added to SWSS-FAJ, the local office must do so immediately. The caseworker must also enter the Referral Date and the Service Status.

Question: **What if the local MW!A is not listed under Service Provider?**

Answer: Speak to your local office administrator to have it added.

Question: **What if I am not sure if a referral was made?**

Answer: When in doubt, refer! If a referral has not been documented, send in a referral.

Question: **I made a referral last month, but did not enter it into the PATP, what should I do?**

Answer: It can be entered into SWSS-FAJ now. Document the referral date as the date that you sent the referral.

Question: **I made a referral to a MW!A program several months ago for youth who has not received services, what should I do?**

Answer: A youth must be re-referred every 90 days. A new youth program may have started, or the youth may now be eligible for service that he/she was not eligible for at the time of the last referral.

Question: **I am a DHS monitor, how should I handle referrals?**

Answer: The Private Agency Foster Care (PAFC) worker must make the referral, but the DHS monitor must document it in SWSS-FAJ. Keep a copy of the referral in the case record. The PAFC caseworker should also keep a hard copy in their case record.

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